



CAPITAL CITY YOUNG MARINES
Raleigh, North Carolina



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MISSION STATEMENT

The mission of the Capital City Young Marines is to motivate and educate the youth of the Triangle area to live a drug and alcohol free lifestyle. Our aim is to produce young leaders through academic achievements, high adventure activities and cultivating responsible citizens by performing community service, honoring veterans and service at charitable events. With the assistance of Registered Adult volunteers we are able to develop a positive mental and moral atmosphere in which military instruction can be applied, enabling us to fortify America's future with our youth.

INTRODUCTION & PURPOSE

Welcome to **Capital City Young Marines!** Your son or daughter will soon receive their guidebook and have explained to them all that will be expected from them. Now, you have your guidebook from the volunteers and essential personnel who are involved in the Young Marine program explaining what will be expected of you. For some, there will be a certain amount of apprehension when getting a child involved in such a tough curriculum. As the program progresses, the parent(s)/guardian(s) will discover that every detail may not have been fully explained the first day your child was enrolled, this is why it is important to read and understand this handout and attend all scheduled meetings.

This program relies entirely on the active participation of everyone involved, including the parent(s)/guardian(s). The Young Marine program is not a daycare, nor do we act as the child's parents. It is important to know this in advance to avoid future conflicts with staff members because of misconception. The volunteer staff of the Capital City Young Marines adapted this guide and the "Young Marine Code of Conduct" in order to facilitate what will be expected from the parent(s)/guardian(s) of the child/ren enrolled in the program.

The Capital City Young Marine unit "Parent/Guardian Guidebook" is based on the experiences of other units within the Young Marines program. If a discrepancy is found within this guide or it conflicts with the official National Young Marine Registered Adult Manual, it is to be brought to the attention of the Capital City Young Marine staff for review. All revisions and mandates to this guide will be posted in a timely manner and distributed through written notification.

It is also the program's intent to allow the Young Marine to mature and become responsible for the training and operation of the Unit as prescribed by the Unit Commander. Eventually, training and class time, while being supervised by adult staff members, will be the responsibility of the Young Marines to organize and initiate keeping in mind that they are still children and may falter at times with schedules and tasks.

Although this guidebook is directed toward the parent(s)/guardian(s) of new recruits, much of the content also applies to the parent(s)/guardian(s) of Young Marines who have already graduated recruit training. Information not found in this guidebook may be found in the Young Marine Code of Conduct or the Training Officer's Manual.

PARTICIPATION

Participation in both weekly drill and scheduled events is a large part of the program's ability to grow. Growth will allow this program to aid other individuals who have not heard of the Young Marine program. Since this is a volunteer program, it is important that we, parent(s)/guardian(s), follow through with all scheduled activities. When schedules are not met, attendance falls and the Unit suffers.

MEETING LOCATIONS

We have been granted permission by both the Naval Reserve Center and the Army Reserve Center to hold our meetings in their facilities. As these locations are on loan to us, we expect them to be treated with respect by our Young Marines and parent volunteers. Access to the facilities will be limited to the areas needed for the specific training. Under no circumstances will anyone be allowed to wander through the facilities. Disciplinary action will be taken with anyone who does not follow this directive.

Both the Naval Reserve Center and the Army Reserve Center have been gracious enough to let us use the facility for our unit meetings at no cost. At the end of each unit meeting all Young Marines are required to police the area to ensure that we leave the facility as clean as when we arrived.

Naval Reserve Center

The Naval Reserve Center (also known as the Naval & Marine Corps Reserve Center or officially as the Naval Operational Support Center, Raleigh) is located at 2725 Western Blvd in Raleigh.

Army Reserve Center

The Army Reserve Center (also officially known as the 518th Sustainment Brigade, Raleigh) is located at 408 Hinton Oaks Blvd in Knightdale.

MEETING DATES

The Capital City Young Marines meet on Monday nights, alternately on a monthly basis from the Naval and Marine Corps Reserve Center and the Army Reserve Center. Please see the schedule on the unit website (www.capcityyoungmarines.org) for the appropriate meeting location.

DROP OFF & SIGN IN

All Young Marines must be in formation no later than 1830 (6:30 pm) in order for your child/ren to be credited as present for drill on any given night or event and must be signed in by their parent or guardian. Failure to sign in may result in the Young Marine being marked as an unexcused absence. It is recommended that each Young Marine arrive 15 minutes prior to the beginning of drill.

Parents(s)/guardian(s) may drop off their child/ren and return for pick up at the end of drill or they may stay on the premises. The Naval Reserve Center does not have a gathering room but you are welcome to congregate in the main drill hall or in the parking lot. The Army Reserve Center has comfortable benches in the main hallway as well as a lounge on the second floor as you exit the elevator/stair.

If you choose to drop off your child/ren, it is recommended you return to the Reserve Center no later than 2015 (8:15 pm).

DRILL OBSERVATION

During Recruit Training and Young Marine instruction, distractions must be kept to a minimum. Young Marines and recruits are easily distracted when they see their parent(s)/guardian(s) or other family members, making it difficult for Staff Instructors and Recruit Instructors (RIs) to carry out their lessons. This is not beneficial to your child/ren on three accounts:

1. The Young Marine or recruit may miss some part of a learning objective.
2. The Young Marine or recruit may be injured accidentally by not paying attention.
3. RIs do not appreciate distractions when they are giving of their time.

Therefore, it is the policy of the Capital City Young Marines that observation of recruit drill will not be allowed during the recruit training cycle.

PHOTOGRAPHY POLICY

We know you are very proud of your child/ren and want to take pictures to post on Facebook and share with your friends and family, however, it is the policy of the Capital City Young Marines to not allow photography during drill.

If you are seen taking photos by one of our staff we will kindly remind you of our policy. If misconduct continues, your child/ren will be placed on probation and we will ask you to not remain on the premises of our meeting location during drill for a period of (3) months.

The reason for this strict policy is because of the nature of our program. A simple photo of a Recruit Instructor yelling instruction at an 8-year old can, and will, be misinterpreted by someone not familiar with the program as an abusive situation.

There are many of our registered staff that take official photos of drill, encampments, weekend trips and other events. These are always shared with parent(s)/guardian(s) soon after the event. Once we share these with you, you are free to download and print and share at your discretion.

ATTENDANCE POLICY

The following guidelines for attendance have been developed in order that parent(s)/guardian(s) have an understanding of what will be demanded of their Young Marine or recruit. This outline will also help instructors in performing and developing training each drill by knowing absences in advance. All attendances will be recorded weekly.

Attendance

Our Unit policy on attendance is, Young Marines must maintain a 75% attendance status to be considered active, per YMNHQ: See Young Marine Status below.

- a. **U.A.** - Unauthorized absences are considered under, but not limited to, these provisions:
 - i. A Young Marine or recruit has not been called in as excused prior to that day's formation.
 - ii. Turning in an excuse for a Young Marine or recruit the following Saturday without prior notification.
 - iii. Taking a leave of absence without completing a leave request form.

Mandatory Events

Mandatory Event: Defined as an event where all Young Marines, recruits and in some occasions parents/guardians are required to attend with no exceptions. These events are generally developed for team work which cannot be completed on individual integrity.

Authorization: An event can be called mandatory either by the unit's Unit Commander or individual staff members who are directly involved in specialized training, drill team, color guard or supply. This list does not contain all specialized training departments or those directly involved.

Young Marine Inactivity

Inactivity is simply explained: if your child/ren is/are going to miss more than two drill dates in a row due to sports or extracurricular activities as a Young Marine, then leave request must be filled out and be accompanied by a schedule. (If Young Marine is currently involved with multiple civic groups, time will be divided reasonably and no leave is necessary.) Return the request to the Unit Commander for approval two weeks prior to the date of leave requested, then submit approved request to the Unit Adjutant. Vacation, family emergencies or extended leave can only be approved by the XO/UC.

Recruit Status

During recruit training, missing the first day may affect the recruits' continuance for that series and leave requests will always be denied. Recruits are under a very strict, very intense training program and absences during recruit training are strongly discouraged. In the event of a family emergency, illness or other unavoidable circumstances, contact the UC for review.

Young Marine Status

Young Marines must have a leave request accompanied with a schedule (if applicable, i.e.: sports, vacation...) to be credited with staying in the program. Leave requests must be filled out to remain on active duty status. In the event a leave request has not been filled out and the Young Marine has missed three drill dates, s/he will be considered UA (Unauthorized Absence) and possible suspension of rank privileges will occur. Upon return, the Young Marine will then be on probation for the next (3) drill dates to determine eligibility and re-instatement of privileges. If the Young Marine has one unauthorized absence during their probation beyond the (3) original

drill dates, the Young Marine will be excluded from all Unit activities and the Young Marine's file will be placed on "inactive" for a period of (3) months. While inactive, the Young marine will not be allowed to earn rank, ribbons or awards. BOTTOM LINE: YOUNG MARINES MUST MAINTAIN 75% ATTENDANCE OR REQUEST A LEAVE.

Young Marine UA Return Evaluation

In the event that a Young Marine wishes to return to the unit after an unexcused extended period of time, the following must apply:

1. The Young Marine must re-register, first and foremost prior to counseling.
2. Counseling on their absence to determine their return status.
3. If rank is at risk, the Young Marine will be assessed based on testing.

This does not, however, prevent them from joining another unit. That must be determined by the new unit's Unit Commander. It must also be noted that this is not a guaranteed acceptance back into the Capital City Young Marines unit.

Attendance Policy Enforced

This is the most non-monetary cost for the Young Marine and family. In the event that there is a lack of participation in any event deemed "mandatory," the attendance policy will be strictly enforced to ensure each Young Marine is treated fairly; not only by staff, but other Young Marines who have devoted their time to the unit and aspire to grow from their participation. Discipline, up to discharge, will be administered to all non-participating Young Marines.

INFORMATION EXCHANGE

While every effort will be made to make information available to parent(s)/guardian(s), it is ultimately the parent(s)/guardian(s) responsibility to obtain information regarding meetings and events. The following methods will assist you in obtaining vital information.

Debriefing

Please arrive no later than 20 minutes prior to dismissal time for every event we hold for a debriefing. This is where

you will get the latest information and face to face time with staff. This is also the time that any promotions and awards will be given.

Communications with Officers

When your Young Marine or recruit has been properly released after drill, take this opportunity to schedule a meeting with one of the staff members. This meeting is scheduled through the adjutant and it may prove to aid your Young Marine or recruit in the future by taking an active roll in their enlistment.

Phone Tree

While it is the responsibility of the parent(s)/guardian(s) to obtain the latest information whenever possible, there will be times when plans change in the unit at the last minute. In such cases, a phone tree will be utilized to contact all participants based on current data supplied during administrative stand-downs. The phone tree will work using the following method:

1. A small contingent of parents/guardians and Young Marines are given information over the phone from the Unit Commander.
2. These individuals then contact other parents/guardians and Young Marines (based on platoon, squad and team), passing the same information word for word.
3. This continues for a few layers, depending on the amount of individuals needed to be contacted.

Unit Website

The unit website has a few different locations for information. See the "What's Happening Now" tab for weekly events, and the "Unit Calendar and Drill Schedule" for a monthly schedule of events.

Unit Schedule

A hard copy of the annual unit event schedule is available by contacting the Unit Adjutant. You may also refer to the "Forms and References" tab on the unit website for a pdf version. This page is password protected, please contact the Unit Adjutant for the most recent password.

Parent Meetings

This is the primary method that information will be passed and the best way to be involved in the program. It is to your advantage to attend the Parents meeting every time one is held. Check the unit schedule for exact dates, they are normally scheduled once a month.

Twitter

Please follow the Capital City Young Marines via Twitter @CapitalCityYM. This is where last minute changes will be posted first.

Facebook

Please add yourself and encourage your Young Marine or Recruit (if your child/ren is allowed to have an account) to "Like" the Capital City Young Marines Facebook Page (search CapitalCityYoungMarines). This page will be heavily monitored. Inappropriate behavior or comments will be removed and reported.

Weekly eMail

A weekly agenda is sent out by email usually by the end of each weekend. Second only to our Parent Meetings, this email is the most important form of communication as it not only includes weekly drill instructions (i.e. uniform requirements and Monday evening agenda), but also includes pertinent event information (trips, community service, parades, etc). This email is sent to all CCYM parents, staff and active Young Marines. Please ensure the Unit Adjutant and Unit Commander have an email on file that you check regularly. If your child/ren have an email address it is recommended they receive these emails as well so they get the information themselves and do not become reliant on getting unit related information only from their parent(s)/guardian(s).

VOLUNTEER ORGANIZATION

The most important quality of the Capital City Young Marine program is that it is comprised entirely of volunteers. These individuals, giving their time and expertise, are the heart and soul of the Unit's success. Furthermore, to make this program an even more successful investment to your child/ren's potential, it is imperative that all parent(s)/guardian(s) support the volunteers when the needs arise.

No staff member or associate of the Capital Young Marine Unit receives monetary gifts as compensation for their services performed for the program.

STAFF

Every member of the registered adult staff is just like a parent/guardian who has enrolled their child/ren in the program. These volunteers have the same type of responsibilities as the parent(s)/guardian(s) of the child/ren enrolled including the same type of stress. Not all volunteers have children involved in the program, in some cases their child/ren have grown up and became responsible citizens for our communities. These individuals deserve a great deal of credit for unselfish devotion of their time to aid and educate the children of our future.

STAFF OFFICERS

We are very lucky to have a truly talented and amazing group of registered adults on staff. We encourage you to get to know all of them so you know who to go to when you have specific questions. For a complete list of our registered adult staff, please see the "CCYM Staff" on our unit website. Below is a list of key officers:

Unit Commander: Doug Smith
Executive Officer: Andrew Blizzard
Adjutant: Angela Johnston
Paymaster: Bev Hill
Training Officer: Nathan Cobb
Physical Fitness Officer: Phillip Miller
Asst Physical Fitness Officer: Patricia Church
Medical Officer: Dr. Tim
Unit Quartermaster: Fabienne Stephanoff
Public Relations Officer: Tyrone Ashe
Parent Support Officer: Nikki Kitner
Marine Corps League Liaison: Andrew Blizzard

Young Marine Staff

Senior Young Marines: YM/SgtMaj Cooper Johnston
YM/SSgt Jude Smith

DEFINITION OF TERMS

As will be explained later in this guide, this program is based on Marine Corps philosophy and terminology. As such, there are a certain number of terms used which may be unfamiliar to you. Below are some common terms and their definitions used by the Young Marines and Staff.

Adjutant: Is an adult volunteer that is the official record-keeper and recorder for the Unit. All Young Marine files, documents and accomplishments are to be kept current and updated by the Adjutant's administrative staff. It is the responsibility of the Adjutant to schedule an "admin stand-down" once a year with the parent(s)/guardian(s) to receive current information on

their Young Marine. However, it is also the parent(s)/guardian(s) responsibility to inform the Adjutant of any change of information prior to the stand-down. The Adjutant is the individual responsible for keeping the Unit administratively operational and legal.

Admin Stand Down: This is a scheduled opportunity for the parent(s)/guardian(s) to update personal contact information, medical, and emergency information with the adjutant. The parent(s)/guardian(s) can also check the Young Marines Service Record Book "YMSRB" and discuss any private information concerning their child/ren.

Drill (All-Hands): This is a term used for the Young Marine's weekly meetings held on Monday evenings. These meetings are always considered mandatory and only appropriate excuses or leave requests will be accepted for not attending.

Executive Officer (XO): Second in command of the unit. Duties are to respond to the needs of the Young Marines. They also recommend Young Marines for promotion, hold promotion boards, conduct investigations and performs such duties as assigned by the UC. Assumes command of the unit in the absence of the UC.

Field Training Exercise (FTX): This is an event similar to camping only there are several training objectives that will be accomplished. Some of these training objectives may be of a high-adventure and high-risk and only suitable for older individuals. This will be taken on case-by-case basis. The parent(s)/guardian(s) will be informed of the nature of the FTX along with permission slips and waiver forms.

Leave of Absence (LOA) Request: This is a form that must be filled out and turned in to the adjutant to receive an "excused" absence for a period of time. If the Young Marine participates in sports, vacation or other events outside the Young Marine program and will be gone for a substantial amount of time, a leave request must be submitted. If the Young Marine misses a drill and a leave request has not been filled out and/or a phone call made to their Squad Leader, the absence will be marked as "unauthorized". Unauthorized absences can interfere with promotion. *Exceptions will be made for Young Marines who are involved in other Civic and extra-curricular activities.

In the case of Recruits, their Recruit Instructor must be notified by phone if they will be missing drill. A recruit may not miss more than (3) days of training. Any recruit exceeding this amount of time will be unable to graduate and will need to recycle though the next recruit class.

Letter of Instruction (LOI): This is a formal collection of information that is sent out prior to Young Marine events. This

will normally include uniform requirements, agenda, cost, waiver and all other information regarding the event.

Paymaster: Is the Unit's accountant and it is the responsibility of the Paymaster to keep records of the Unit's finances and to disburse fund-raiser monies to individual Young Marine accounts (recognized only by the Capital City Young Marines Unit) as prescribed by the Unit Commander. All money earned collectively or by the parent(s)/guardian(s) and Young Marines is a slush fund for the units use and cannot be negotiated for disbursement.

Parent Support Organization (PSO): (Currently VACANT) The PSO is created (permitted to function) at the discretion of the UC, and may be dissolved at the will of the UC at any time. The group must demonstrate support of the UC and his staff at all times and in all matters involving Young Marines and the policies governing the program. The PSO will have no voice in the financial or day-to-day operation of the unit, or in the election of any UC or staff. By enrolling a child in the program, you are automatically a member of the PSO. It is your responsibility as a PSO member, to help organize fundraisers, parties, trips, transportation, guest speakers and boot camp graduation receptions. There will be other duties and tasks that will need to be organized by the parent(s)/guardian(s) during the scheduled PSO meetings. At no time will you be allowed to interfere with the operation of the Young Marines. It is expected that at least one parent/guardian will regularly attend PSO meetings. Failure to participate may result in your Young Marine being restricted from attending or participating in Young Marine activities. Parent(s)/guardian(s) are also expected to maintain an exemplary level of conduct in and around all Young Marines and unit activities. Any concerns or questions regarding your Young Marine/recruit or the Young Marine Program must first be directed to the PSO Chairperson. You may not go outside the chain-of-command. Inappropriate conduct by the parent/guardian may also result in your suspension of attending Young Marine activities and PSO meetings. If the PSO causes dissension in any form among the Young Marines, or the UC's staff, it is the duty of the UC to make the necessary changes to correct the problem immediately or to dissolve the PSO if such action is required.

PSO Chairperson (PSOC): An adult volunteer/registered staff, appointed by the UC as the coordinator and leader of the PSO. The PSOC is the liaison between the parent(s)/guardian(s) and the Young Marine staff and officers. It is the duty of the PSOC to listen to and voice the concerns of the parent(s)/guardian(s) and to organize the parents into committees/groups for specific events and activities. All parent(s)/guardian(s) must speak directly to the PSOC to have any concerns resolved. The chain-of-command will be enforced at all times by the PSOC. The PSOC will keep a record of attendance of all PSO meetings and

fundraising/event activities. A monthly report of attendance and activities will be presented to the Adjutant for unit files and for inspection by the CO. These records will indicate which PSO members are supporting the unit.

Recruit Instructor (RI): Comprised primarily of registered adult male and/or female staff volunteers that are responsible for the training of the recruits. They train the recruits during boot camp to prepare for the "earned" title of Young Marine. They will continue to train and encourage the Young Marines to take greater responsibility in the growth of their unit. Training is on a continual basis for a Young Marine, and emphasis is placed on keeping each and every one challenged. If a unit has females enrolled in the program, a registered female staff must be present at all times there is a female Young Marine/recruit in attendance at unit activities. This position may be filled by a female DI or any registered female adult staff.

Training Officer: The adult volunteer that is in charge of all training and education to take place during recruit training and Young Marine drill. This person is responsible for the unit calendar and all scheduling.

Unit Commander (UC): An elected adult that is an honorably discharged Marine, currently an active-duty Marine, or civilian with National Director's approval. The UC is ultimately responsible for the operation, conduct, legalities, morale and welfare of the Capital City Young Marines. Furthermore, to respond to all staff members, Young Marines and parent(s)/guardian(s) concerns in a timely manner.

Young Marine Service Record Book (YMSRB): This is a folder where all emergency, personal accomplishments and vital statistics are kept. You may request an appointment to update or check on the progress of your Young Marine's enlistment. Request can also be made through the adjutant to look into the Young Maine Data base for your child only.

Uniforms: When your child/ren is told the uniform of the day, it will be as described below:

PT Gear (Recruits): Plain white t-shirt (no v-neck, no pockets) red gym shorts (no stripes or prominent logos), white socks and comfortable running shoes. Females must wear their hair in a pony tail of hair is longer than the collar.

PT Gear (Young Marines): Gray Unit t-shirt, black gym shorts (no stripes or prominent logos), white socks and comfortable running shoes. Females must wear their hair in a pony tail of hair is longer than the collar.

Sweats (both recruits and Young Marines): Plain gray sweat top and sweat pants with PT Gear worn underneath. Sweats are not to have logos, hoods or zippers.

Cammies: The Camouflage Utility Uniform is required after recruit graduation and is the most often the uniform of the day. This uniform consists of Woodland style camouflage trousers and blouse, camouflage cover (hat), plain white t-shirt (no v-neck, no pockets), and black jungle boots. Collar device to indicate rank is also worn. Females must wear their hair in accordance with BYM-2-6 in the Basic Young Marine Guidebook.

Cammies with Ribbons: The Camouflage Utility Uniform with ribbon bar.

Charlies: Service "C" summer dress uniform in accordance with BYM-2-2 in the Basic Young Marine Guidebook.

Alphas: Service "A" summer dress uniform is Charlies with a jacket, in accordance with BYM-2-2 in the Basic Young Marine Guidebook.

Deltas: Service "D" winter dress uniform in accordance with BYM-2-2 in the Basic Young Marine Guidebook.

Uniform and Ribbon Replacement

The uniform items your child/ren will be issued upon recruit graduation will be (1) camouflage cover, (1) web belt, (1) set of boot bands, (1) set of name tapes and patches.

It is the responsibility of the parent(s)/guardian(s) to supply their child/ren with the camouflage trousers, blouse, and black jungle boots.

Ribbons, ribbon devices and chevrons are free to each Young Marine that earns them, the FIRST time they are awarded. If ribbons, ribbon devices and/or chevrons are damaged, lost or soiled it will be the Young Marines responsibility to pay for replacements. Please contact the Unit Supply Officer to request replacements.

FINANCIAL DISBURSMENT

The Young Marine program is a non-profit organization. In order to successfully run the program there are several financial factors that must be taken into consideration. First and foremost all funds raised on behalf of the Capital City Young Marines, including recruit training, must be approved by the Unit Commander and supervised by the Unit's Paymaster. Funds given to our National

Headquarters are primarily for insurance for the Young Marines. Secondly, we are not sponsored by corporate funds for our office supplies; this cost is in part absorbed by the Unit's staff. It is our goal to keep the program as inexpensive as possible for the parents and staff while providing a safe alternate for gangs and drugs and promote a healthy lifestyle to all young adults.

SPONSORSHIPS

A corporation does not currently sponsor our unit, yet we will always be open to be sponsored by one. This would be a great source of support for the program at the Unit level. We ask that if the parent(s)/guardian(s) have a source that may be interested in sponsoring our unit, please notify the Adjutant and help the Unit make the correct contacts.

GRANTS

Grants can be similar to corporate sponsorship, but with their restrictions and demands, they are more difficult to receive. There are professional grant writers (none of which belong to our staff) that receive thousands of dollars a month in grants for non-profit organizations. The unit cannot afford a professional grant writer. The unit would profit from someone with those skills that is willing to donate their time for specific events.

FUND-RAISING & DONATION DAYS

Fund-raising and Donation Days are our primary sources of income and can be very demanding on Young Marines, parent(s)/guardian(s) and staff. However, through these events we are able to provide trips, encampments, and social activities to keep Young Marines interested in the program. The staff of Capital City Young Marines has decided on a simple disbursement plan for all monies collected through regular fundraisers. A percentage of monies collected from fund-raisers and donations days, for each Young Marine that participated, will be credited to their account for use toward gear, uniforms, trips, etc. If you are behind on your fees or dues, monies will be transferred from the Young Marine's account until the balance is satisfied.

DUES & PAYMENT POLICY

The Young Marine program is a non-profit youth organization. In order to successfully run the program there are fees and some costs that must be taken into consideration. The following outlines costs for the program.

Registration / Re-Registration

The total registration fee for new recruits is \$50 per youth. This cost is to cover issued gear and (1) year of insurance through National.

Every year at the end of summer every Young Marine must re-register. The annual cost of re-registration is \$25 per child.

Dues

Monthly dues may be paid to the Unit Paymaster at the beginning of each month. Monies collected go to the Unit's account and help defer the costs of Young Marine activities and events and is also used for printing materials for awards and classroom handouts.

Recruits

Recruits are exempt from monthly dues until graduation. Upon recruit graduation, recruits will pay dues for the month after they graduate.

Young Marines

Young Marines will pay \$10 a month and is due the first drill date of the month.

Trip & Event Payments

Though we have as many free events as possible, many times our weekend trips require additional funds. Funds for trips must be paid in full prior to each event. If the Young Marine is not paid in full for any trip they will be ineligible to participate.

Late Payments

If a Young Marine is delinquent in his/her account, they will be put on probation and will not be allowed to receive awards, attend special events or go on trips.

If payments of any type are made by check and the check is returned NSF, then the parent(s)/guardian(s) will be required to pay the amount of the check in cash and any fees associated in cash. All transactions for the following (12) months will be done by cash from that date forward.

If a Young Marine's account remains delinquent for (3) months, the Young Marine will be excluded from all Unit activities and the Young Marine's file will be placed on "inactive" for a period of (3) months. While inactive, the

Young marine will not be allowed to earn rank, ribbons or awards. If their account is brought up to balance in that time, they will be reactivated.

Financial Assistance

It is always our intention to include as many Young Marines as possible in any event and do not want finances to be a reason to without a child from attending any given event. This is why we plan so many Donation Days and Fund-Raisers.

Though we do not have corporate sponsorships at this time, we occasionally receive donations from organizations and individuals that we apply to our unit "slush" fund to assist those that need financial assistance. A request for temporary financial assistance may be submitted to the Unit Paymaster and will need to be approved by the Unit Commander. Requests can be made for monthly dues or for specific events. In order for requests to be considered, the Young Marine must be in good standing, attend drill regularly and attend all fund-raising events.

CHAIN OF COMMAND

As in the Marine Corps, the proper chain of command must be followed when needing to contact the staff, any skip in the chain of command can result in an unfavorable solution to the issue or decisions that may affect the unit in an adverse way.

PROPER CHAIN OF COMMAND

If you have a question, it is best to call the Unit Adjutant than to have incorrect information that may potentially cause a problem or conflict. It is also the responsibility of the Unit Adjutant to resolve issues/questions in a timely manner. If the issue has not been resolved and the Unit Adjutant's attempts failed, you will then be directed to the correct individual.

CCYM CHAIN OF COMMAND

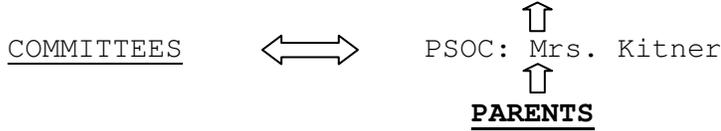
Every two years the Unit Commander is elected or re-elected and officers appointed or re-appointed. If you find yourself using the chain of command and it has not resolved the issue or the issue is larger than that of the Unit, there are many other authorities that you may seek out. The Unit Commander of the Capital City Young Marines or any other unit's Unit Commanders are not the final step or the last person you may contact. The following pages list the chain of command. This list may change without notice:

YOUNG MARINE CHAIN OF COMMAND

Flow chart current as of 2016, names of persons holding positions may change during the year

Capital City Young Marine Unit Staff

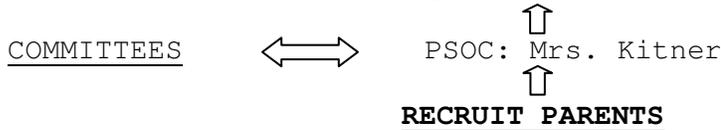
Unit Commander: Mr. Smith
Executive Officer: Mr. Blizzard
Adjutant: Mrs. Johnston
Training Officer: Mr. Cobb



Unit Commander: Mr. Smith
Executive Officer: Mr. Blizzard
Training Officer: Mr. Cobb



Unit Commander: Mr. Smith
Executive Officer: Mr. Blizzard
Adjutant: Mrs. Johnston
Training Officer: Mr. Cobb



Unit Commander: Mr. Smith
Executive Officer: Mr. Blizzard
Recruit Instructor(s): _____



PROMOTIONS & DISCIPLINARY ACTIONS

Promotions will be considered by the Unit's Executive Officer with a Young Marine oral board panel. The Young Marine must submit promotion request form up the proper chain of command. The Young Marine will be required to complete the following prior to promotion:

1. Meet the requirements listed in the Young Marine Guidebook and the current Promotion Policy.
2. Have a promotion board acceptable PFT score.
3. Take and pass the standard written rank test.
4. Stand an oral board conducted by the executive officer and two instructors.
5. Receive a signature from the Unit Commander

Once a Young Marine has met and passed all requirements, the UC will give the final signature for the promotion of that Young Marine. The UC relies on the SRB (Service Record Book) for his final evaluation of that Young Marine. Promotion of Young Marines will not be discussed with any parent(s)/guardian(s) unless it concerns the adult that is directly responsible for that Young Marine.

Meritorious Promotions

All recruits are graduated as privates with exception of certain individual(s) that may be meritoriously promoted. This type of promotion is granted to individuals that have performed above and beyond the standard Young Marine requirements. It is typical at the end of every recruit training series for the UC to promote a recruit or recruits meritoriously based on the recommendations from the RIs.

Drug Policy

The Young Marines have a strict no tolerance policy on drugs. One of the goals of this program is to promote a drug and alcohol-free lifestyle. If a Young Marine attends a function while in possession of drugs, drug paraphernalia or alcohol or tobacco, that Young Marine may be dishonorably discharged from the program nation-wide and turned over to appropriate civilian authorities.

Sexual Misconduct

Any Young Marine, Young Marine Staff, or Adult Staff found guilty of Sexual Misconduct will automatically discharged from

the Young Marine program and appropriate civilian action(s) will be taken.

REVIEW

A quick review of the responsibilities of the parent(s)/guardian(s) is listed below. This overview will briefly highlight the topics discussed.

1. Sign-in your child/ren every drill
2. Support your Unit in any way possible/ ask before doing
3. Remember this is a volunteer program
4. Seek out information even if not posted
5. Participate in all activities (directly or indirectly)
6. Attend Parent Meetings
7. Communicate concerns with the staff, starting with adjutant
8. Fill out approved list for Young Marine or recruit pick-up
9. Read this and all handouts for your benefit and the Young Marine's
10. Follow the promotion requirements to aid your Young Marine's career.
11. Keep records on your Young Marine's accomplishments
12. Learn how the program works
13. Let your Young Marine be responsible for their actions (good or bad)
14. Support your Young Marine in all their endeavors
15. If things seem unorganized, they probably are, help with solutions not criticism
16. Use the chain of command properly
17. No tolerance on drugs or drug paraphernalia THIS INCLUDES TOBACCO
18. The use of alcohol during Young Marine functions is strictly prohibited
19. Do not interfere with the Young Marine's training unless life threatening
20. When you volunteer for a task, always follow through.
21. No tolerance for violence, bullying, or abuse of any form be it physical or verbal.

CONCLUSION

After reading through this guide you may find yourself feeling a little bewildered about your role in the program, in time you will learn how the program has developed and how you fit in as one of the pieces of this puzzle. The wording of this manual may seem blunt and harsh in some cases; it is intended to be such. The objective is to put in writing what is expected of the parent(s)/guardian(s) when enrolling their child/ren into the Young Marine program.

The program's expectations of the parent(s)/guardian(s) may seem rather difficult, but when you remember that this is for the personal growth and development of YOUR child/ren, you may be more eager to dive in and lend a hand. Each parent(s)/guardian(s) is ultimately responsible for their child/ren in the Young Marine program. Remember this is just a tool to help your child become a better person, not a daycare to discard or shelter your child/ren for a period of time.

By the completion of recruit training, or the program when your child/ren graduates high school, we believe that overall you will be very pleased with the tool you have chosen. In addition, if you personally are active in the program, we also believe you will be pleased with yourself and your accomplishments.

SEMPER FIDELIS

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